



**HOUSING AUTHORITY OF THE CITY OF LIVERMORE**  
 3203 LEAHY WAY  
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**BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING MINUTES**  
 Wednesday, February 9, 2022 – 5:30 p.m.

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 5:30 p.m. by Chairperson Karen Hutchinson. Also present were, Vice-Chairperson Mark Palajac, Commissioners Charanjit Walia, Christine Stuart, Heather Casey, , and Maureen Hamm. Present from LHA were Executive Director D’Jon Scott-Miller, Public Housing Manager Diana Thomas, Housing Choice Voucher Manager Katherine Keller, and Accountant Jenny King.

**2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: January 12, 2022.**

A motion was made by Commissioner Hamm to approve the board meeting minutes of January 12, 2022. Vice-Chairperson Palajac seconded the motion and it passed with a vote of 5 ayes. Commissioner Walia was not present during this vote.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Christine Stuart	X		
Heather Casey	X		
Karen Hutchinson	X		
Mark Palajac	X		
Maureen Hamm	X		

**3. PUBLIC COMMENT**

None.

**4. NEW BUSINESS**

**A. Resolution 2022-02-09-A – Expenditure Limit for Executive Director**

D’Jon advised on an annual basis the expenditure limit for the Executive Director has to approved. The signing authority has been limited at \$50,000 and this would continue with the same limit.

A motion was made by Vice-Chairperson Palajac to approve Resolution 2022-02-09-A. Commissioner Stuart seconded the motion and it passed with a vote of 6 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Charanjit Walia	X		
Christine Stuart	X		
Heather Casey	X		
Karen Hutchinson	X		
Mark Palajac	X		
Maureen Hamm	X		

**B. Resolution 2022-02-09-B – Authorization for Vice-Chairperson and Executive Director to Proceed with Fremont Bank Loan**



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D’Jon advised that he and previous Chairperson Palajac have been in talks with Fremont Bank to receive a loan from Fremont Bank for the renovations of the interiors and exteriors for Bluebell Apartments. The loan is for \$1.8 million at a rate of 3.95% with a 30 year amortization, and the loan due in 15 years with the rate fixed for 5 years.

Chairperson Hutchinson inquired what the rate changes to after the 5 years fixed and D’Jon advised it would be variable. Chairperson Hutchinson inquired if we have an option to switch to fixed at a later date. Vice-Chairperson Palajac stated we can negotiate later and depending on the success of Leahy’s conversion we can fund the loan ourselves to pay off the loan.

Commissioner Hamm inquired on the lean that was previously discovered and if it was resolved. D’Jon advised that the City of Livermore has agreed to subordinate on Fremont’s loan. Fran with the City is working on the documentation and will have it completed with the week and Fremont anticipates funding the loan by month’s end.

Commissioner Walia inquired what the anticipated monthly payment on the loan will be. D’Jon advised that the monthly payment is currently estimated at \$8,541.

A motion was made by Commissioner Hamm to approve Resolution 2022-02-09-B. Commissioner Walia seconded the motion and it passed with a vote of 6 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Charanjit Walia	X		
Christine Stuart	X		
Heather Casey	X		
Karen Hutchinson	X		
Mark Palajac	X		
Matthew Graves	X		
Maureen Hamm	X		

**C. Executive Director CY22 Goals**

D’Jon advised that Vice-Chairperson Palajac drafted goals for the 2022 goals which D’Jon added to. Commissioner Stuart inquired if the goals had timelines attached to them and Chairperson Hutchinson stated that each goal should be placed in a spreadsheet with a start and end date.

Vice-Chairperson Palajac requested to table the item until the Personnel Committee has an opportunity to meet and make a recommendation to the Board.

**5. STAFF REPORTS**

**A. Report from the Executive Director**

There were 3 housing choice vouchers issued in January and the success rate increased from 58% to 2%.

There are six (6) voucher types currently, Homeownership (1), Mainstream (21), Port-Ins (6), Project-Based (62), Tenant Based (406), and VASH (7) totaling 503 vouchers currently leased. In the month of January 2022 Housing Assistance Payments (HAP) totaled \$774,021.74.



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The overall occupancy rate remains 98.80%. Tenant Accounts Receivables are 98% overall. Commissioner Hamm inquired how vacancies for Bluebell are advertised. D'Jon advised that for the market rate units, we advertise on Craigslist, GoSection8, Apartments.com and in the local newspaper. For the transitional vacancies, we receive referrals from partnering agencies. Vice-Chairperson added that Bluebell will continue to have 1-2 vacancies as we are renovating units and transferring existing tenants into units once completed.

Annual reexaminations for HCV and Public Housing are up to date with Interim reexaminations being processed throughout the month. Work orders continue to be addressed and closed timely. There were 32 Housing Quality Standard inspections that passes, 6 that failed and 6 no-shows.

D'Jon advised that the Streamline Voluntary Conversion application was approved. The HUD Field Director announced that approval at a recent NAHRO conference and also praised the LHA team on outstanding customer service, adding that he never receives complaints about the housing authority. D'Jon advised that after LHA receives the official approval letter, HUD will close out the property from Public Housing and D'Jon will then request Tenant Protection Vouchers (TPV) for all occupied units. Any tenant that decides to vacate the unit with the TPV is entitled to relocation costs to be provided by LHA. D'Jon stated that all households will have to income qualify at 80% of the current Area Median Income (AMI) to receive a voucher post conversion. Any household that is over the income limit will be placed on the Housing Choice Voucher (HCV) waitlist and if their circumstances change within two years which would allow them to income qualify, a voucher will be issued. Commissioner Stuart inquired what the rent will be post conversion and D'Jon advised the rents for voucher holders are as follows: One Bedroom \$1,927, Two Bedroom \$2,538, Three Bedroom \$3,131, Four Bedroom \$3,728, Five Bedroom \$4,292. The monthly rental income for Leahy will increase from \$60,000 - \$70,000 to \$352,891 a month.

D'Jon advised that he and Monica are working with the City of Livermore on a joint Homekey application for units that become vacant at Leahy post conversion. Each unit will have case management attached to it and non Homekey tenants at Leahy will receive resident services.

**B. Management Agreement Between Livermore Housing and Livermore Affordable Housing (Nonprofit)**

D'Jon advised that a property management and employee share agreement was drafted by attorney Bill Ford which went into effect August 1, 2021. Any employee who is conducting work for the Nonprofit is still an employee of LHA. The Nonprofit currently manages the Project Based Voucher (PBV) units at Bluebell Apartments.

Commissioner Hamm inquired how many units at Bluebell the Nonprofit currently manages and if it will manage the PBV units at Leahy post conversion. D'Jon advised that the Nonprofit currently manages 4 PBV units at Bluebell and post conversion the Nonprofit will own and manage Leahy. Commissioner Hamm also inquired what the role of LHA is with Leahy post conversion. D'Jon advised that LHA will be providing staff to the Nonprofit and paying rent through the voucher program.

Vice-Chairperson stated he does like the term "employee share" and the Nonprofit needs to reimburse LHA for the work being completed by the employees. D'Jon advised that the current agreement is for Bluebell, Chestnut, and Las Posadas and a separate agreement can be created for Leahy. An Executive Committee meeting was set for March 3<sup>rd</sup> at 4:00 p.m. to discuss the agreements.



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**6. COMMUNICATIONS**

**A. By-Laws Recap**

Vice-Chairperson Palajac hosted a get together at his home to review the LHA by-laws that was very successful.

**B. Livermore Affordable Housing By-Laws**

The Nonprofit by-laws were provided for review. There are items that the group would like to review and change but needs to be done at an LAH Board of Directors meeting.

**7. REPORTS/ITEMS FROM COMMISSIONERS**

None.

**8. COMMITTEE REPORTS**

**A. Personnel Committee**

Committee Chairperson Palajac advised that the committee was able to update D'Jon contract which would allow him to stay onboard and continue to work for his consulting business.

**9. ADJOURNMENT**

The board meeting adjourned at 6:59 p.m.